

Dated: 29.10.2013

Office Order No. 137/CE/Admn./GB/CS-254

A. In exercise of powers conferred under section -56 (3) (vi) of Haryana Electricity Reforms Act, 1997 read with Electricity Act, 2003 and all enabling powers in this behalf, HPGCL is pleased to frame a comprehensive Recruitment and Promotion Policy for Accounts Cadre in HPGCL as detailed below, by superseding all previous policies or amendments:-

1.0 Accounts Clerk :

1.1 The post shall be filled up by direct recruitment from persons having the following qualifications:-

- a) Bachelors Degree in Commerce with at least 50% marks from any University recognized by the State Govt. of Haryana.
- b) Hindi / Sanskrit upto Matric Standard.
- c) Having working knowledge of computer covering the following topics:
 - i) Compute Fundamentals.
 - ii) Operation of Internet/ E-Mail.
 - iii) MS Office (MS Word, Excel & Power Point).

1.2 The incumbent, so appointed, shall be on probation for a period of two years from the date of joining.

1.3 If the work and conduct of the incumbent so appointed, during the probation period is not satisfactory, then the services of such incumbent shall be dispensed with without assigning any reason and without any notice.

1.4 The seniority of Accounts clerk, so appointed, shall be determined in accordance with the merit list prepared at the time of their selection.

1.5 The seniority of such directly recruited Accounts Clerk(s) who qualify the Departmental SAS Part-I examination within five years shall remain intact. However, in case the Accounts Clerk(s) fail to qualify the Departmental SAS Part-I examination within the prescribed period of five years, for the promotion to the post of Divisional Accountant, inter-se ranking of such Accounts Clerk(s) shall be determined according to their passing of SAS-I examination.

Junior Accountant :

5 Nos. posts of Junior Accountants are hereby abolished.

2.0 Divisional Accountant :

2.1 50% posts shall be filled up by direct recruitment from the persons having the following minimum qualifications:-

- i) Bachelors Degree in Commerce with at least 60% marks from any University recognized by the State Govt. of Haryana.
- ii) Must have passed Hindi / Sanskrit upto Matric Standard.
- iii) Having working knowledge of computer covering the following topics :
 - a) Computer Fundamentals.
 - b) Operation of Internet/ E-Mail.
 - c) MS Office (MS Word, Excel & Power Point).

2.2 An incumbent so recruited, shall be on probation for a period of 2 years from the date of joining.

2.3 The incumbent, so appointed as Divisional Accountant, shall have to pass the Departmental Accounts Examination of SAS part-I (conditional / entry level exam) within two years or in 3 successive chances whichever is later from the date of their joining failing which his services, shall be terminated/dispensed with after the expiry of the prescribed period or chances, without notice and without assigning any reason. However, the number of chances can be extended by Whole Time Directors in rare and exceptional cases up to 5 chances and the Board of Directors up to 7 chances on case to case basis. If an incumbent fails to pass the prescribed exam in stipulated period/chances the increment falling due to him on the expiry of that period will be withheld and will not be granted with retrospective effect on his passing the examination and his probationary period shall also be extended accordingly.

NOTE:- On Departmental SAS-I Exam being held, an Divisional Accountant shall be considered to have availed of chance even though, he may not appear for it. However, an examination held within six months of the date of recruitment, shall not be included in the three chances referred above.

2.4 Only after qualifying the entry level Departmental SAS Part-I examination, the directly recruited Divisional Accountant would be eligible to appear for Departmental Examination of SAS Part-II.

2.5 Remaining 50% posts, shall be filled up by promotion as under:
(a) 40% posts (i.e. 80% of promotional quota), shall be filled up by promotion from Accounts Clerks having passed Departmental Examination (SAS Part-I) as prescribed by the Corporation and have completed 5 years of service.

b) 10% (i.e. 20% of promotional quota) posts shall be filled up by promotion from Accounts Clerks on seniority basis from amongst who could not pass Departmental Examination (SAS Part-I) as prescribed by the Corporation but have completed 10 years of satisfactory service as Accounts Clerk.

2.6 The incumbent promoted as Divisional Accountant shall remain on probation for a period of one year from the date of his promotion.

2.7 a) The seniority in case directly recruited Divisional Accountants shall be determined in accordance with the merit list prepared at the time of their selection.

b) In case of promoted Divisional Accountants, the seniority shall be determined in order of their promotion as Divisional Accountant, in case two or more Divisional Accountants promoted on one day, their seniority shall be determined on the basis of their inter-se-seniority as Accounts Clerk.

c) In case any of the directly recruited Divisional Accountants from one batch joins then such batch of direct Divisional Accountants shall be senior to all those Divisional Accountants promoted on or after the date of selection.

The seniority of such Divisional Accountants who qualify the Departmental SAS Part-II examination within five years shall remain intact. However, in case, the Divisional Accountant(s) fail to qualify the Departmental SAS Part-II examination within the prescribed period of five years, inter-se ranking of the Divisional Accountant(s) for promotion to the post of Section Officer shall be determined according to their passing of SAS-II examination.

3.0 Section Officer:

3.1 (a) 50% posts shall be filled up by direct recruitment from persons having M.Com from any university recognized by Govt. of Haryana with minimum 60% marks in respect of General category and 55% marks of SC category candidates of Haryana domicile.

Or

Graduate with minimum 60% marks in respect of General Category and 55% marks of SC category candidates of Haryana domicile and having certificate in Integrated Professional Competence Course (IPCC) Chartered Accountant (Intermediate) from the Institute of Chartered Accountants of India with 3 years experience.

(b) Must have passed Hindi / Sanskrit upto Matric Standard.

(c) Computer Eligibility Test would be conducted.

3.2 An incumbent so recruited, shall be on probation for a period of 2 years from the date of joining.

He shall have to qualify the Departmental Accounts Examination of Section Officer (Directly recruited) within a period of two years or in 3 successive chances whichever is later from the date of their joining as Section Officer, failing which his services, shall be terminated/dispensed with after the expiry of the prescribed period or chances, without notice and without assigning any reason.

However, the number of chances can be extended by Whole Time Directors in rare and exceptional cases up to 5 chances and the Board of Directors up to 7 chances on case to case basis. If an incumbent fails to pass the prescribed exam in stipulated period/chances the increment falling due to him on the expiry of that period will be withheld and will not be granted with retrospective effect on his passing the examination and his probationary period shall also be extended accordingly.

NOTE:- On The Departmental Accounts Examination of Section Officer (Directly recruited) being held, an Section Officer shall be considered to have availed of chance even though, he may not appear for it. However, an examination held within six months of the date of recruitment/promotion, shall not be included in the three chances referred above.

3.3 Remaining 50% posts, shall be filled up by promotion as under:-

i) 40% (i.e. 80% of the promotional quota posts) from the Divisional Accountant having passed Departmental Accounts Examination (SAS) as prescribed by the Corporation and have completed 5 years service OR

ii) 10% (i.e. 20% of the promotional quota posts) from the Divisional Accountant on seniority basis who could not pass Departmental Accounts Examination (SAS) as prescribed by the Corporation and have completed 15 years of satisfactory service as Divisional Accountant.

3.4 The incumbent so promoted as Section officer shall remain on probation for a period of one year from the date of his promotion.

3.5 a) The seniority in case of direct recruited Section Officer shall be determined in accordance with the merit list prepared at the time of their selection.

b) In case of promoted Section Officer, the seniority shall be determined in order of their promotion as Section Officer, in case two or more Section Officer promoted on one day, their seniority shall be determined on the basis of their inter-se-seniority as Divisional Accountant.

c) In case any of the directly recruited Section Officer from one batch joins then such batch of direct Section Officers shall be senior to all Section Officers promoted on or after the date of selection.

4.0 Accounts Officer:

4.1 50% posts of Accounts Officer shall be filled up by direct recruitment from the persons having the following qualifications:-

Person having qualification of CA from the Institute of Chartered Accountants of India or CMA from Institute of Cost Accountants of India (Earlier ICWAI) with 2 year post qualification experience in Supervisory capacity after passing the said examination.

Must have passed Hindi / Sanskrit upto Matric Standard.

Should have working knowledge of computer covering the following topics :

- i) Computer Fundamentals.
- ii) Operation of Internet/ E-Mail.
- iii) MS Office (MS Word, Excel & Power Point).

4.2 The incumbent, so appointed, shall be on probation for a period of 2 years from the date of appointment.

4.3 An incumbent have to qualify the Departmental Accounts Examination prescribed for directly recruited Account Officer (conditional / entry level exam) within a period of two years or 3 successive chances, whichever is later, from the date of their appointment as Accounts Officer, failing which his services, shall be terminated/dispensed with after the expiry of the prescribed period or chances, without notice and without assigning any reason.

However, the number of chances can be extended by Whole Time Directors in rare and exceptional cases up to 5 chances and the Board of Directors up to 7 chances on case to case basis. If an incumbent fails to pass the prescribed exam in stipulated period/chances the increment falling due to him on the expiry of that period will be withheld and will not be granted with retrospective effect on his passing the examination and his probationary period shall also be extended accordingly.

NOTE:- 1. On Departmental Accounts Examination for the directly recruited Accounts officer being held, an Accounts Officer shall be considered to have availed of chance even though, he may not appear for it. However, an examination held within six months of the date of recruitment/ promotion, shall not be included in the three chances referred above.

2. Accounts officer directly recruited shall not be considered for the promotion unless he qualify the conditional/ entry level examination.

4.4 If the work and conduct of the incumbent so appointed as Accounts Officer, during the probation period is not satisfactory, then the services of such incumbent shall be dispensed with without assigning any reason and without any notice.

4.5 Remaining 50% posts shall be filled up by promotion from amongst the Section Officers on seniority-cum-merit basis having 03 years service on regular basis as Section Officer and have qualified the SAS examination or the examination prescribed for the directly recruited section officers.

4.6 The incumbent, so promoted, shall be on probation for a period of 1 year from the date of promotion.

4.7 The seniority of directly recruited Accounts Officers and Section officer on promotion to the post of Accounts Officer shall be determined from the date of appointment or promotion on the post of Accounts officer. In case the date of appointment and promotion coincide, the directly recruited A.O. shall be placed above in seniority.

5.0 Sr. Accounts officer:

5.1 The posts shall be filled up by promotion from amongst Accounts officers on seniority-cum-merit basis having 02 years service on regular basis as Accounts Officer.

5.2 The incumbent, so promoted, shall be on probation for a period of 1 year from the date of promotion.

5.3 The competent authority can also increase or decrease the probation period.

6.0 Chief Accounts Officer / Financial Advisor:

6.1 The posts shall be filled up from amongst Sr. Accounts Officer on seniority-cum-merit basis having 4 years service on regular basis as Sr. Accounts Officer.

6.2 The incumbent, so promoted, shall be on probation for a period of 1 year from the date of promotion.

6.3 The competent authority can also increase or decrease the probation period.

B. Since the exams have either not been held or HPGCL officials / officers could not avail the opportunity to appear in the exams because of ambiguity so arisen due to amendment in policy in 2009, following is decided as one time measure:-

(i) Accounts Clerks may be provisionally promoted under the new policy to the post of Divisional Accountant as per seniority and availability of promotional posts, with the stipulation that they shall qualify the promotional exam of departmental SAS-I within 03 chances or 2 years whichever is later. However, in case such an employee fails to qualify the exams, even in 03 special chances, he will be reverted back and his seniority for promotion under qualified quota shall be determined from the date of passing the relevant exam.

(ii) Divisional Accountants promoted as well as directly recruited in 2007 and 2008 batch may be provisionally promoted to the post of Section Officer under the new policy as per seniority and availability of promotional posts with the stipulation that they shall qualify:

Departmental SAS-II exam within the 03 chances or 2 years whichever is later, in case of those Divisional Accountants who have already qualified the departmental SAS-I exam. However, in case such an employee fails to qualify the exams even in such special chances, they will be reverted back and their seniority for promotion under qualified quota shall be determined from the date of passing the relevant exam.

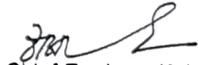
(b) Departmental SAS-I&II within the 06 chances or 4 years whichever is later in case of those Divisional Accountants who have not even qualified the SAS-I exam. However, in case such an employee fails to qualify the exams even in such special chances, they will be reverted back and considered in the unqualified quota or in case qualify later on their seniority for promotion under qualified quota shall be determined from the date of passing the relevant exam.

(c) Accounts officers directly recruited prior to 2012 may be provisionally promoted under the new policy to the post of Senior Accounts Officer with the stipulation that they shall qualify the Departmental Accounts Examination prescribed for the directly recruited Accounts officers within 3 chances or 2 years whichever is later. However, in case they fail to qualify the exams even in such special chances, they will be reverted back and will not be considered for further promotion.

(iv) The seniority of such Accounts clerks or Divisional Accountants who qualify the relevant examination within stipulated special chances/ period shall remain intact.

(v) The period from 28.10.2009 i.e since the amended policy came into existence till the issuance of this revised policy, i.e. 29.10.2013 may be treated as if during this period the condition of exams was scrapped.

This issues in pursuance to the decision taken by Board of Directors, HPGCL in its meeting held on 21.10.2013.



Chief Engineer/Admn.,
HPGCL, Panchkula

Endst. No. 1322/HPGC/GB-254

Dated: 29.10.2013

A copy of the above is forwarded to the following for information and necessary action:-

1. All Chief Engineers in HPGCL.
2. Secretary, BBM $\bar{2}$, Chandigarh.
3. LR/HPUs, Panchkula.
4. All FA/CAOs in HPGCL.
5. Company Secretary, HPGCL, Panchkula w.r.t. his office memo no Ch-10/CS/HPGCL/93BM dated 22.10.2013.
6. All Dy. Secy./Under Secy. in HPGCL.


Dy. Secy./General
for Chief Engineer/Admn.,
HPGCL, Panchkula

CC:-

1. SPS to Managing Director, HPGCL, Panchkula.
2. Sr. PS. to Director/Tech., HPGCL, Panchkula.



HPGCL

AN ISO:9001,ISO:14001 & OHSAS:18001 CERTIFIED COMPANY
Reqd. Office: C-7, URJA BHAWAN, SECTOR-6, PANCHKULA.
Corporate Identity Number:- U45207HR1997SGC033517
website: www.hpgcl.gov.in

Telephone No.0172-5023425

Fax No.0172-5022434

Office Order No.19 /CE/Admn./Genl.

Dated:- 01.02.2016

Haryana Power Generation Corporation Limited is pleased to amend the qualification for direct recruitment as provided in the Recruitment & Promotion policy for the post of Accounts officer issued vide office order no. 137/CE/Admn./GB/CS-254 dated 29.10.2013, to the extent as under:-

4.0 Accounts Officer:-

4.1 50% posts of Accounts Officer shall be filled up by direct recruitment from the persons having the following qualifications:-


Person having Degree in C.A. with 2 years experience in Supervisory capacity after passing C.A. examination

OR

ICWA with 4 years experience in Supervisory capacity after passing ICWA examination.

Should have passed Hindi/Sanskrit upto matric.

This issues with the approval of ACS/Power-cum-Chairman, HPUs.

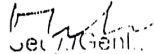

SE/Admn.,
for Chief Engineer/Admn.,
HPGCL, Panichkula

Endst. No. Ch- 76/HPGCL/GB/CS-254/ 139

Dated:- 01.02.2016

Copy of the above is forwarded to the following for information and necessary action:-

1. All Chief Engineers in HPGCL.
2. Chief Engineer/Admn., HVPNL/DHBNL/UHBNL.
3. COA/COF, HPGCL, Panchkula
4. SE/Technical(HQ), HPGCL, Panchkula.
5. SE/FTPS, HPGCL, Faridabad.
6. FA &CAOs at HPGCL projects.
7. All Dy. Secy./Under Secy./Admn. Officers in HPGCL.
8. XEN/HR&IT, HPGCL, Panchkula w.r.t. upload the same on HPGCL website.


Dy. Secy./Genl.,
for Chief Engineer/Admn.,
HPGCL, Panichkula

CC:-

1. OSD to MD, HPGCL, Panchkula.
2. SPS to MD, HVPNL/DHBNL/UHBNL.
3. SPS to Director/Finance/Technical/Generation, HPGCL, Panchkula.
4. PS to Chief Engineer/Admn., HPGCL, Panchkula.